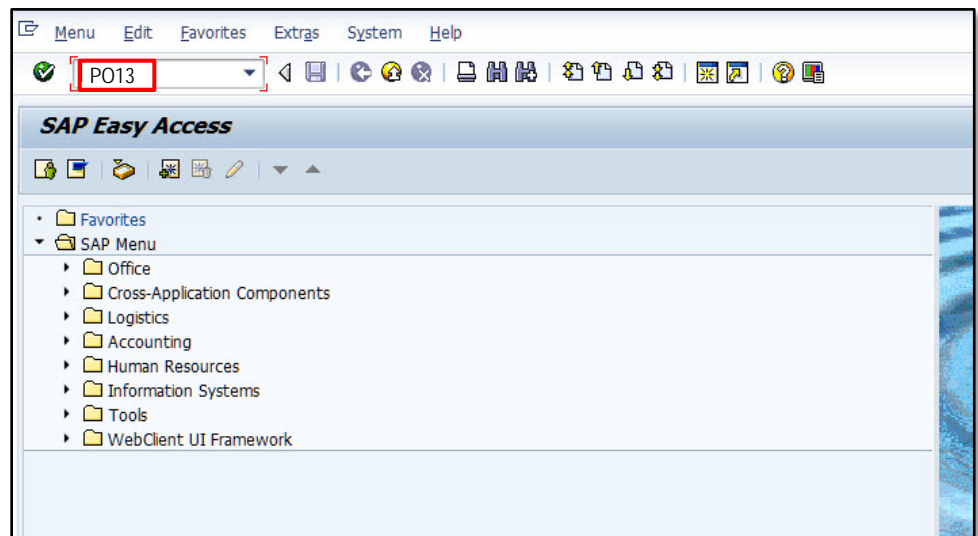


HRMS Organizational Management

Create & Update Position to Job Relationship

Use this procedure to create or update a relationship between a Position and a Job, when 1) a new Position needs to be related to a Job, or 2) an existing Position needs to be related to a different Job. Use transaction code PO13.

1. Enter transaction code **"PO13"** in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→ *Expert Mode*→ *Position*.





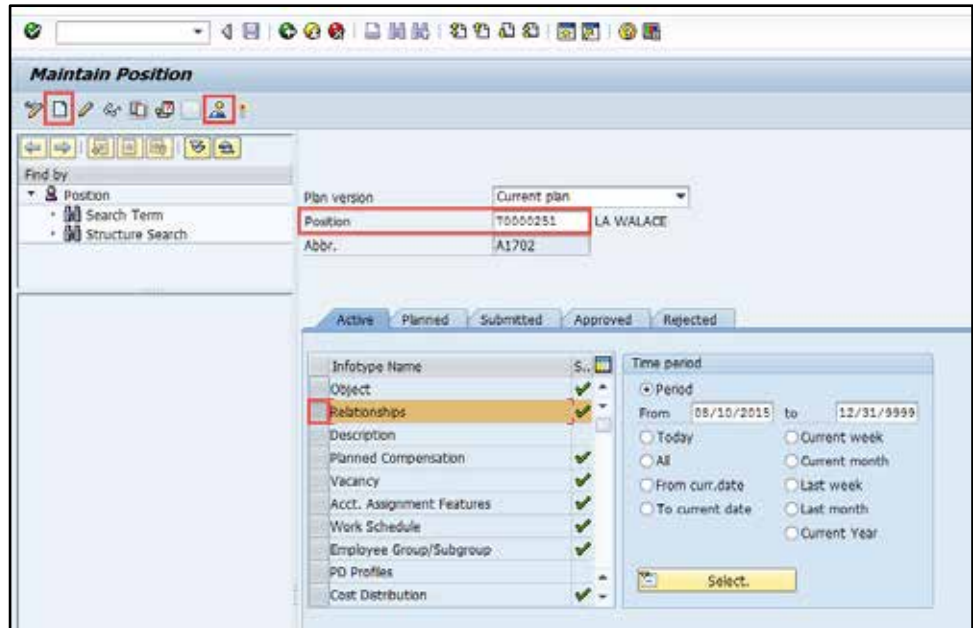
Create & Update Position to Job Relationship (cont.)

2. Enter the position number in the **Position** field and press **Enter**.

3. Click the box to the left of infotype **Relationships**.

4. Perform one of the following:

If	Then
You are creating a new relationship for a Position,	Click  Create and proceed to Step 5.
You are updating a relationship for an existing Position,	Click  Overview and proceed to Step 11.



5. Enter the effective date in the **Valid from** field.

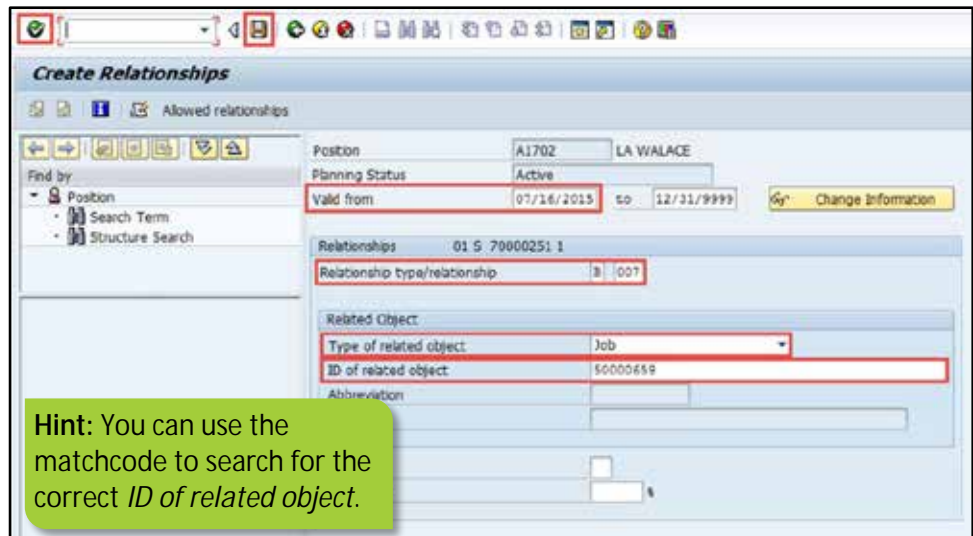
6. Enter the reporting relationship of **B 007** in the **Relationship type/relationship** field.

7. In the **Type of related object** field, choose **Job** from the drop-down.

8. Enter the number of the organizational object to which the original object is related in the **ID of related object** field.

9. Click  **Enter**.

10. Click  **Save**.

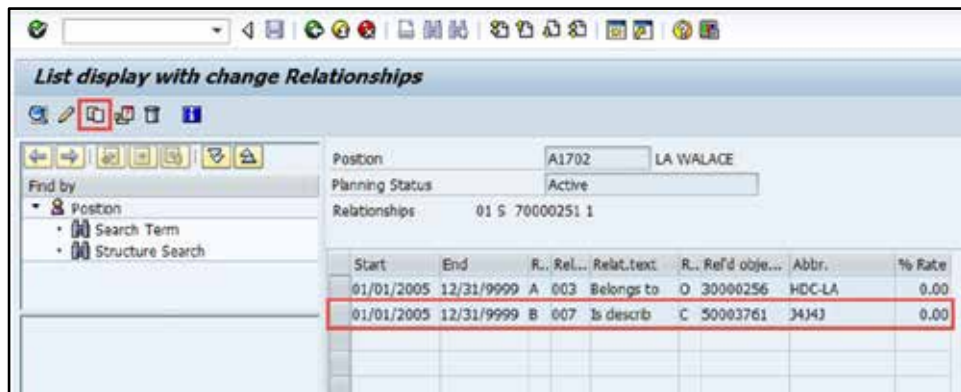


Hint: You can use the matchcode to search for the correct ID of related object.

Create & Update Position to Job Relationship (cont.)

11. Select the box to the left of the row containing “is described by” and relationship “C”.

12. Click  **Copy**.



Start	End	R.	Rel...	Relat.text	R.. Ref'd obje...	Abbr.	% Rate
01/01/2005	12/31/9999	A	003	Belongs to	O 30000256	HDC-LA	0.00
01/01/2005	12/31/9999	B	007	Is describ	C 50003761	34343	0.00

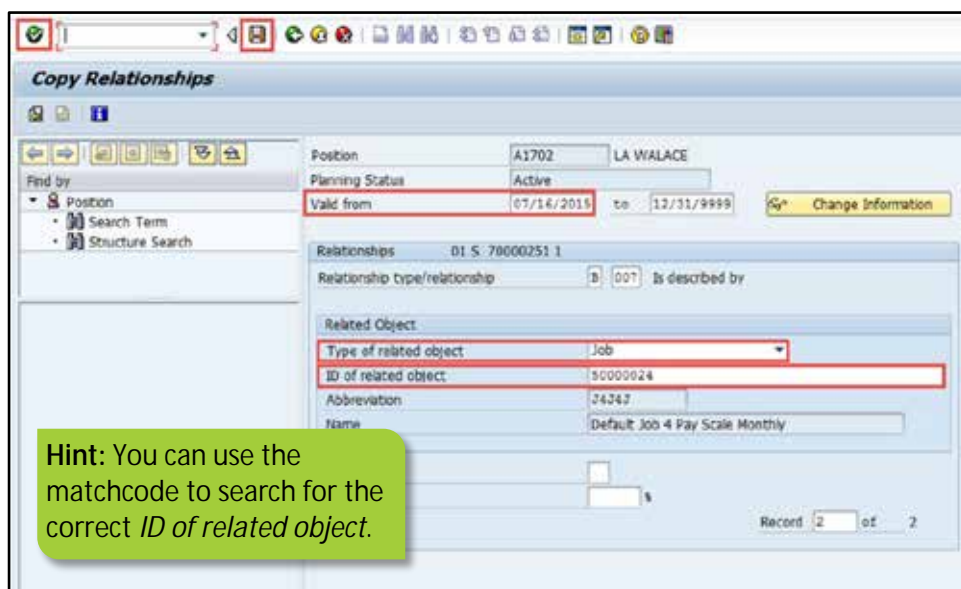
13. Enter the effective date in the **Valid from** field.

14. In the **Type of related object** field, choose **Job** from the drop-down.

15. Enter the number of the organizational object to which the original object is related in the **ID of related object** field.

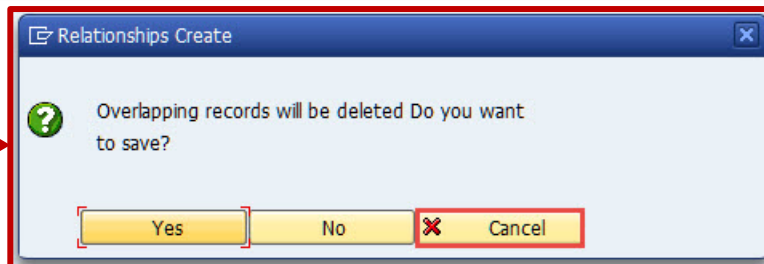
16. Click  **Enter**.

17. Click  **Save**.



Hint: You can use the matchcode to search for the correct ID of related object.

IMPORTANT: If you receive the *Overlapping records* message, the **Valid from** date wasn't updated in Step 13. Click **Cancel**, enter the **Valid from** date, and repeat Steps 16-17.

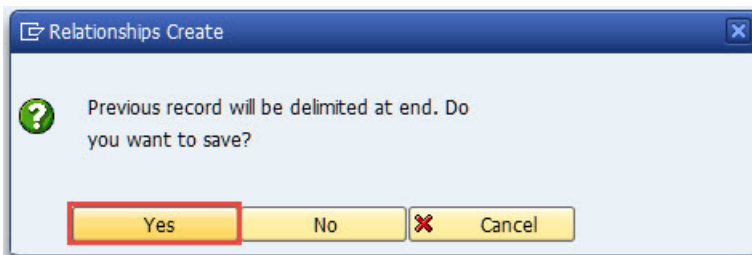


Overlapping records will be deleted Do you want to save?

Yes No Cancel

18. Click **Yes** to delimit the old relationship.

This completes the transaction to Create and Update a Position to Job Relationship.



Previous record will be delimited at end. Do you want to save?

Yes No Cancel